



**CITY OF ST CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984**

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Department: BUILDING & ZONING

PHONE: (630) 377-4406

FAX: (630) 443-4638

**Fence Construction – Building Permit Guidelines**

The following are guidelines for obtaining a building permit for construction of a fence:

1. A building permit is required to construct a fence.
2. An application for the fence must be filled out and submitted to the Building & Zoning Department.
3. A copy of your plat of survey showing the location of the proposed fence must be submitted with the application.
4. The fence ordinance must be read then the attached Release and Indemnity Agreement must be filled out in **Black Ink Only**. The Release and Indemnity Agreement must be notarized and submitted with the application.
5. It is the responsibility of the homeowner/contractor to arrange to have all underground utilities located prior to any digging. Included for your use is a form for contacting J.U.L.I.E. (Joint Utility Location Information for Excavators)
6. It is the responsibility of the homeowner/contractor to call and arrange an inspection with the Building Department upon completion of the fence.
7. The permit fee for a fence is **\$50.00**. This fee must be paid at the time of submission of the application. **This fee is non-refundable.**
8. **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
  - o \$60.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
  - o \$80.00 per re-inspection for all residential final inspections.

Web Site [WWW.stcharlesil.org](http://WWW.stcharlesil.org)

J.U.L.I.E.

Joint Utility Location Information for Excavators

**1-800-892-0123**

Dig Number: \_\_\_\_\_ Date Notified: \_\_\_\_\_

**Please Note: J.U.L.I.E. requires 48 hours notice before digging.**

One phone call to J.U.L.I.E. will notify all the following public utilities. These service utilities need to be located and marked by utility representatives prior to starting any excavation, grading or other work that is below the ground surface. You will receive a Dig Number, which you should record above along with the date of notification.

Utility	Color Code Marker
Electric Utilities	Red
Comcast (Cable)	Orange
Northern Illinois Gas (Nicor Gas)	Yellow
Sewer Utilities	Green
Telephone Company	Orange
Water Utilities	Blue

**BUILDING & ZONING DIVISION**  
**(630) 377-4406 OR (630) 377-4410**

Robert J. Vann  
**Building Commissioner**

Jerry Essem, Tom Medernach,  
**Building Inspector**

Steve Herra  
**Plumbing Inspector**

**DATE:**

**TO:**

**FROM:** St. Charles Building Zoning Department

**NOTICE:** The St. Charles Building Zoning Department has reviewed the plans, which were submitted:

**BY:** same

**FOR:** Fence –

**LOCATION:**

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**INSPECTIONS REQUIRED**

**(X) Final**

**(X) Other:** \_\_\_\_\_

**REQUIRED CODES**

**(X) St Chars. Municipal Code**

**( ) 2003 Int'l Building Code W/Revisions**

- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of \$60.00 for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of \$80.00 for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued. To obtain a Temporary Certificate of Occupancy a fee of \$80.00 is required.

**In review of your plans submitted to this office, we find that the following items must be revised to comply with our building codes. (NOTE: NO FACILITY SHALL BE OCCUPIED OR USED UNTIL A FINAL INSPECTION HAS BEEN MADE AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.)**

1. Compliance with above indicated codes, ordinances, and inspections required.
2. The plan review and stamped "FIELD COPY" of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspection.
4. The St. Charles Municipal Code, Fence Ordinance, requires all fences located in the front yard not to exceed thirty (30") inches in height.
5. The St. Charles Municipal Code, Fence Ordinance, requires all fences in the required rear yard not to exceed six (6') feet four (4") inches.
6. The St. Charles Municipal Code, Fence Ordinance, requires that the finished side of the fence must face outward.
7. It is the responsibility of the owner/contractor to arrange the location of the underground utilities. This telephone number is 800/892-0123.
8. The St. Charles Municipal Code, Fence Ordinance, requires if the fence is installed over or in a utility/drainage easement, it must comply with Section 17.02.160, paragraph G.  
**Please see comments on the plans from Engineering and memo from Electric.**
9. On completion of the fence a final inspection is to be scheduled with the Building/Zoning Department at 630/377-4406.
10. It is the responsibility of the owner/contractor to provide all sub-contractors with copies of the review comments and the required inspections.
11. Please see attached memo from Electric Department.

# CITY OF ST. CHARLES

## St. Charles Municipal Code ° Fences General Provisions

### 17.02.160 Fences

No fence shall be constructed or replaced prior to obtaining a building permit. Application for a building permit shall include a description of the type of fence and total linear feet of fence to be installed and a copy of the plat of survey indicating lot dimensions, and all easements and where the fence is to be located on the lot.

A. Fences in residential districts:

Except as otherwise provided in this section, fences in residential districts may be erected, placed and maintained in a rear yard or interior side yard to a height not exceeding six feet, four inches above the finished grade. A fence which is located in a required front yard shall not exceed thirty inches above the finished grade. On corner lots, fences shall be no higher than thirty inches above the centerline grade of the intersecting streets if located in the portion of a required front yard situated within a triangle with the two sides paralleling the abutting streets being no more than twenty feet each from the corner of the lot formed by intersection of two street rights-of-way abutting the lot.

B. Fences in business districts:

Except as otherwise provided in this section, fences in the B-2, B-3 and B-4 districts may be erected, placed and maintained in the required front-yard and corner side-yard setbacks to a maximum height of six feet except that on corner lot fences shall be no higher than thirty inches above the centerline grade of the intersecting streets if located in portion of a required front yard or side yard situated within a triangle with the two sides paralleling the abutting streets being no more than twenty feet from each from the corner of the lot formed by the intersection of the two street right-of-way abutting the lot. In a rear or interior side yard, a fence shall not exceed fifteen feet in height above grade. Fences in the B-1 and B-2-T districts may be erected in accordance with the regulations contained in Subsection A of this section for residential districts. Fences in the B-2-C district may be erected, placed and maintained in the required front-yard and corner side-yard setbacks to a maximum height of four feet except that on corner lot fences shall be no higher than thirty inches above the centerline grade of the intersecting streets if located in portion of a required front yard or side yard situated within a triangle with the two sides paralleling the abutting streets being no more than twenty feet from each from the corner of the lot formed by the intersection of the two street right-of-way abutting the lot. In a rear or interior side yard, a fence shall not exceed six feet, four inches above the finished grade.

C. Fences in manufacturing districts:

Except as otherwise provided in this section, fences in manufacturing districts may be erected, placed and maintained in front-yard and corner side-yard setbacks to a maximum height of three feet. In a rear or interior side yard, a fence shall not exceed fifteen feet in height of three feet. In a rear or interior side yard, a fence shall not exceed fifteen feet in height above finished grade. Open fences adjoining residentially zoned property shall be screened with berming and/or landscaping.

D. Fences for tennis courts and swimming pools:

Fences for tennis courts shall not exceed twelve feet in height. Fences for tennis courts must be erected no less than five feet from a lot line and the finished side of the fence shall face outward or away from the lot on which the fence is erected. Fences for outdoor swimming pools shall meet the

requirements as set forth in the Basic Building Code, 1993 Edition (adopted pursuant to Section 15.04.010 of the St. Charles Municipal Code.)

E. Fences, public or private utility facilities and other public uses:

Fences for security or screening purposes may be installed on the property of any public or private utility facilities in any yard in any zoning district. Metal fences installed to enclose electrical supply stations having energized electrical equipment shall be a minimum of seven feet in height and shall be effectively grounded. Barbed wire may be installed on the top of the fence in accordance with Subsection I of this section. Fences on public or private school or park properties or on other publicly owned properties in any zoning district may be erected to a maximum height of fifteen feet in any yard.

F. Fences, detention/retention areas:

Fences shall not be installed in or through a storm water detention or retention pond, nor shall a fence be installed less than ten feet (10') from the inlet or outlet opening or less than such greater distance as may be required by generally accepted engineering principles, as approved by the City Engineer. (Ord. 1986-Z-17 § 1.)

G. Fences in utility easements:

Fences shall not be permitted in utility easements where such fence would interfere with the operations of a utility. If the utility easement includes drainage rights, the requirements of Section 18.34.056 of the St. Charles Municipal Code entitled "Fences" shall apply in addition to the provisions hereof. Applications for fences installed in or across a utility easement shall have an affidavit and release attached, prepared by the property owner, stating that he has read the requirements for fences located in easements and that he agrees to comply with them and that he does for himself, his heirs, successors and assigns indemnify and hold harmless the City from any liability asserted by others in connection with the placement of the fence and that they permit the removal of any fence or any other structure or form of landscaping within the utility easement area by the City if the fence or landscaping obstructs the utility or access thereto. The affidavit may be recorded at the property owner's expense by the City in the County Recorder of Deeds Office. In the event City shall determine it necessary to excavate or have access across the utility easement, the owner shall remove the fence at the City's direction and in the event of the failure thereof, the City may remove the same at owner's expense and City shall not be required to replace the same. (Ord. 1995-Z-12 § 1; Ord. 1990-13 § 1; Ord. 1986-Z17 §1.)

H. A fence, including all posts, bases and other structural parts, shall be located completely within the boundaries of the lot on which it is located. No fences shall be located closer than twelve inches to a public sidewalk.

I. It is unlawful to construct and/or maintain any fence composed in whole or in part of barbed wire(s) or any similar material in any residential or B-1, B-2 or B-2T districts except as provided in this section for public or private utility facilities and other public uses. Such fences may be erected in any other district provided they are not located in a front yard or side yard adjoining a street. Barbed wire(s) shall be placed no less than seven feet above finished grade and shall extend inward toward the interior lot.

J. All metal fences shall be at least nine-gauge wire or a minimum of .148 inches.

K. All fences must be erected so that the finished side of the fence faces outward or away from the lot on which the fence is erected.

- L. It shall be the responsibility of the owner and/or occupant of the property where a fence is erected to maintain the fence in good repair at all times. If a fence is found to be in a deteriorated condition and/or in need of repair, the Building and Zoning Commissioner or his authorized agent may order the fence to be repaired, replaced or removed depending upon the condition of the fence. Such order shall be in writing.
- M. Fence height shall be measured from the grade level specified in the applicable provision to the top of the fence. Support posts shall not be considered in measuring the height of a fence if the posts do not exceed 125 percent of the height of the other elements of the fence, do not exceed six inches in diameter, and are spaced at not less than three feet on center. (Ord. 1994-Z11 § 1; Ord. 1983-Z-3.)

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**DO NOT WRITE OR MARK ABOVE THE LINE**  
**Use Black Ink Only!**

**Release and Indemnity Agreement**  
**For Fences Located in Utility and Drainage Easements in the City of St. Charles**

Name of Record Owner (s)\_\_\_\_\_

Fence Building Permit No.:\_\_\_\_\_

Address of Property:\_\_\_\_\_

Legal Description:

**Release and Indemnity Agreement**  
**For Fences Located in utility and Drainage Easements in the City of St. Charles**

Signature(s) of Owners

Address

Date

Notary Public  
My Commission Expires:\_\_\_\_\_



**CITY OF ST CHARLES**  
Application for Construction for Building Permits

For Office Use

Application Date \_\_\_\_\_ Permit Issued \_\_\_\_\_ Permit No. \_\_\_\_\_

**PLEASE PRINT**

I, \_\_\_\_\_ do hereby apply for a permit for the following described work located at \_\_\_\_\_, Lot \_\_\_\_\_, Unit \_\_\_\_\_,

Subdivision \_\_\_\_\_

Number of lineal feet \_\_\_\_\_ Estimated cost of construction \$ \_\_\_\_\_

Description of proposed work \_\_\_\_\_

Remarks \_\_\_\_\_

Plans \_\_\_\_\_ 2(two) \_\_\_\_\_ Specifications \_\_\_\_\_ Plat of Survey \_\_\_\_\_ 2(two) \_\_\_\_\_

**Note: Is this property located in the Historic Preservation District?** \_\_\_\_\_

**Property Owner**

**General Contractor**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do or cause to have done said work according to plans, specifications and other written information supplied as part of this application. I am familiar with the applicable ordinances and the provisions thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradespeople, workers and shall call for inspections required at a minimum of 24 (twenty-four) hours before they become due.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

For Office Use Only

**REPORT OF THE BUILDING OFFICIAL**

Remarks \_\_\_\_\_  
\_\_\_\_\_

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Date \_\_\_\_\_

Amount Paid at Submittal \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Signature(s) of building Official(s) \_\_\_\_\_

Copies of application distributed to: Electric: \_\_\_\_\_ Engineering: \_\_\_\_\_ Historic Pres: \_\_\_\_\_